

# **The Arboretum, State Botanical Garden of Kentucky**

**500 Alumni Drive, Lexington, KY 40503**

## **Photography and Videography Policy**

We encourage visitors to take casual photographs for their own personal use. The following guidelines are intended for all visitors, but a permit is necessary for all commercial landscape and portrait photography and videography, including wedding, family, engagement, graduation, prom, senior photos, and so forth. Photography taken during already approved and paid for weddings are not subject to any additional fees.

### **I. General Guidelines**

- Stay on pathways and mowed lawn areas at all times
- Do not block any pathways or garden areas
- Do not disturb plants, plant labels or containers
- Do not hang backpacks or equipment from trees
- Do not place equipment in planted beds
- Persons who have booked private events have exclusive rights to their reserved area
- Maintenance work by Arboretum staff occurs from 8:30 a.m. to 5:00 p.m. Monday through Friday and, if your session occurs during these hours, you can expect this work to occur near you.

### **II. Commercial Photography**

#### **A. Fee**

Commercial photographers are required to pay a fee of \$300.00 (cash or check only) for an annual (January to December) photography permit. Alternatively, a one-hour session photography permit may be purchased for \$25.00 (cash or check only). Permits are available upon receipt of the fee in the Dorothea Smith Oatts Visitor Center during operating hours (Monday through Friday, 8:30 a.m. to 4:00 p.m.). Photographers must carry their permit at all times.

#### **B. Availability**

Commercial photographers must call in advance to take photographs at The Arboretum. This ensures there are no conflicts with planned events or other reservations. Photographers are permitted to take photos in the evenings and on weekends, per prior request and upon approval by The Arboretum. Special permission is required for professional photography in the Kentucky Children's Garden and will not be conducted during regular operating hours of the Kentucky Children's Garden.

#### **C. Liability**

The Arboretum is not responsible for any personal or property damage or loss during the photographer's visit to The Arboretum.

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### **D. Credit**

The Arboretum requires the location credit **“The Arboretum, State Botanical Garden of Kentucky, Lexington, KY”** in all uses of The Arboretum in print, on the web, in broadcast, or in any other public medium.

## **III. Commercial Videography**

### **A. Fee**

Commercial videographers are required to pay a fee of \$1,000.00 (cash or check only) for a one-day videography permit. Permits are available upon receipt of the fee in the Dorothea Smith Oatts Visitor Center during operating hours (Monday through Friday, 8:30 a.m. to 4:00 p.m.). Videographers must carry their permit at all times.

### **B. Availability**

Commercial videographers must call in advance to take videography at The Arboretum. This ensures there are no conflicts with planned events or other reservations. Videographers are permitted to take videography in the evenings and on weekends, per prior request and upon approval by The Arboretum. Professional videography is not allowed in the Kentucky Children’s Garden.

### **C. Liability**

The Arboretum is not responsible for any personal or property damage or loss during the videographer’s visit to The Arboretum.

### **D. Videography Credit**

The Arboretum requires the location credit **“The Arboretum, State Botanical Garden of Kentucky, Lexington, KY”** in all uses of The Arboretum in any public medium.

## **IV. Terms and Conditions**

**A.** ALL use of the gardens and grounds of The Arboretum must be scheduled in advance by calling the Dorothea Smith Oatts Visitor Center at (859) 257-6955 during normal hours of operation (Monday through Friday, 8:30 a.m. to 4:00 p.m.).

**B.** ALL photographers and videographers are asked to sign in at the Dorothea Smith Oatts Visitor Center if you arrive during regular business hours. We ask this in case there is an emergency and we need to notify you.

**C.** For print advertisements, video to be used in commercials, images to be used for re-sale purposes, or other uses with a large distribution and/or circulation, prior approval is required. Please call in advance to discuss your project. Credit location is required.

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**D.** All furniture and container plantings may be used only in their existing locations. They MAY NOT be moved.

**E.** Limousine parking IS NOT allowed in the drop-off circle. Drivers may drop off riders in the circle, but must park in the paved lot.

**F.** Photographers choosing the \$25 one-hour session are asked to submit payment 24 hours prior to the date of the scheduled session. Checks may be mailed or delivered to the Dorothea Smith Oatts Visitor Center. They must be clearly designated as payment for photo session and the scheduled date referenced. In some instances, with prior permission, payment may be made the day of the session.

**G.** Any photography or videography deemed inappropriate by Arboretum staff will not be allowed. No photography is allowed which will block gates and/or entrances to any part of the gardens or visitor center.

**H.** The terms of this contract are one calendar year from date of approval unless noted otherwise.

**The Arboretum reserves the right to refuse admittance and/or to change this Policy without advance notice.**

If you have any questions, please contact us at (859) 257-6955.

Thank you for your support of The Arboretum, State Botanical Garden of Kentucky.

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**Photography and Videography Contract**

**Professional Photography** (Please select one option below)

\_\_\_\_\_ \$300.00 for unlimited pre-arranged photography sessions in The Arboretum for one calendar year (subject to Terms and Conditions of contract)

\_\_\_\_\_ \$25.00 per single session (up to one hour in duration)

**Professional Videography**

\_\_\_\_\_ \$1,000.00 for one session (up to 8 hours) in The Arboretum (subject to Terms and Conditions of contract)

Please make checks payable to The Arboretum, and mail, along with this completed form, to  
The Arboretum  
500 Alumni Drive  
Lexington, KY 40503

**Photographer, Studio or Videographer Name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Desired date & time of session (for photography single session or videography session):**

**Option 1:** \_\_\_\_\_ **Option 2:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**The Arboretum**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ *Please check here if you would like the permit mailed to the address listed above.*

For Office Use Only:	
___ Approved ___ Not Approved	Date received: _____
Amount Paid: ___ Cash ___ Check ___ Card sent	